

**Maricopa County
Environmental Services Department**

**Special Events Program
1001 N. Central Ave Ste. 300
Phoenix, AZ 85004
(602) 506-6978**



Maricopa County

Introduction

These guidelines have been created to assist operators of Mobile Food Establishments, at special events and other public events in Maricopa County. It is the responsibility of the operator to obtain the proper permits from the local regulatory authorities (State, City, County) prior to the event. To minimize the possibility of foodborne illness, these minimum requirements of the Maricopa County Environmental Health Code must be followed.

Special Events Program Office Hours

(Subject to change without notice)

Tuesday, Thursday, Friday

8:00 am-12:00 pm

1:00 pm-5:00 pm

Wednesday by appointment only

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Definitions

“Mobile Food Establishment” means a food establishment selling, offering for sale or dispensing food for human consumption from any vehicle or other temporary or itinerant station.

“Temporary Food Establishment” means and refers to a food establishment that operates in conjunction with a fair, rodeo, exhibition or similar public event for not more than fourteen (14) consecutive days within any permit year provided it is the same permittee, at the same location and same event. At the termination of the event the temporary food establishment shall be removed from the premises.

“Seasonal Food Establishment” means and refers to a food establishment that operates in conjunction with one public celebration or similar event for fifteen (15) to one hundred twenty (120) days within any permit year provided it is the same permittee, at the same location and same event. At the termination of the event, the seasonal food establishment shall be removed from the premises.

“Adventure Food Establishment” means and refers to a food establishment that operates in conjunction with a trail ride, motorized tour, hiking tour or similar type activity that prepares and serves food to participants in an outdoor or non-regular setting.

“Mobile Food Unit” means and refers to an enclosed vehicle-mounted food establishment designated to be readily movable from which food is composed, compounded, processed or prepared and from which the food is vended, sold or given away.

“Pushcart” means and refers to a non-self-propelled vehicle designated to be readily movable which is limited to the serving of non-potentially hazardous foods or commissary-wrapped potentially hazardous foods maintained at proper temperatures, or limited to the assembling and serving of frankfurters. Unpackaged non-potentially hazardous food items approved for sale from a pushcart shall be limited to popcorn, nuts, produce, pretzels and similar bakery products, shaved ice, and snow cones.

“Food Peddler” means and refers to a retail food establishment in operation from a vehicle designated to be readily movable from which wrapped, properly labeled non-potentially hazardous foods or packaged potentially hazardous foods held at proper temperatures, frozen or canned prepared food which, packaged, portioned, kept in ready-to-eat units or raw fruits and vegetables are vended, sold, or given away but in which establishment the food is not composed, compounded, thawed, reheated, cut, cooked, processed or prepared. Food peddlers may dispense soda fountain drinks, hot drinks, and assemble snow cones from approved and properly installed equipment. An approved self-contained hand washing facility must be installed for these products.

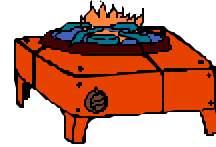
“Food Caterer” means and refers to any establishment in which the process of preparing food products or food is carried on at one premise for the service and consumption at another off-site location for a temporary event or other occasion. A copy of the valid catering permit must be on-site.

Hand Wash Facility

A hand wash station is required at all Mobile Food Establishments that have open food products. This includes establishments that are sampling food.

Required items:

- A minimum of 5 gallons of hot water (95-105°F) in an insulated container with a spigot or spout (i.e. igloo® or cambro®).
- A container for the waste water, which must be disposed of into an approved sewer or wastewater system.
- Hand soap and paper towels (sanitizers do not replace hand washing).
- A heating device such as a coffee machine, grill or hot plate.

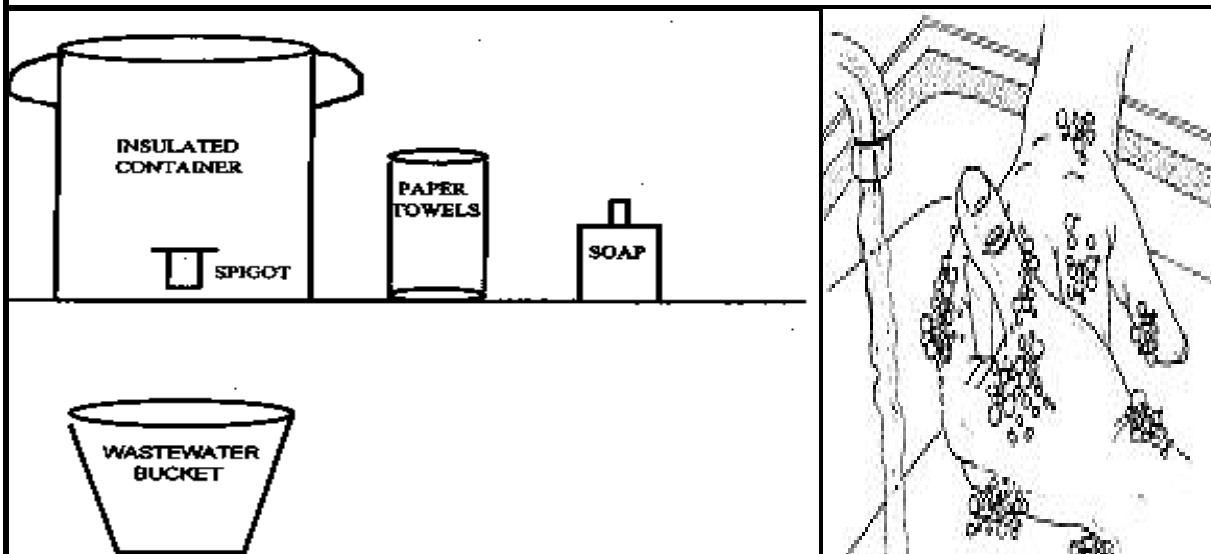


How To Properly Wash Hands

Hands and exposed portions of arms must be washed with soap and water. Vigorously rub hands and arms together for at least 20 seconds and thoroughly rinse with clean water. Employees shall pay particular attention to the fingertips, the areas underneath the fingernails and between the fingers.

When To Wash

- After touching bare human body parts other than clean hands and clean, exposed portions of arms.
- After using the toilet room.
- After coughing,, sneezing, using a handkerchief or disposable tissue, using tobacco, eating or drinking.
- When switching between working with raw food and working with ready-to-eat food or when engaging in activities that contaminate the hands.
- After caring for or handling service animals or aquatic animals.



Food Temperatures

Potentially hazardous foods -

(meats, fish, poultry, eggs, milk, pasta, cut produce, and dairy products) must be stored and displayed at proper temperatures during transportation, storage, service etc.

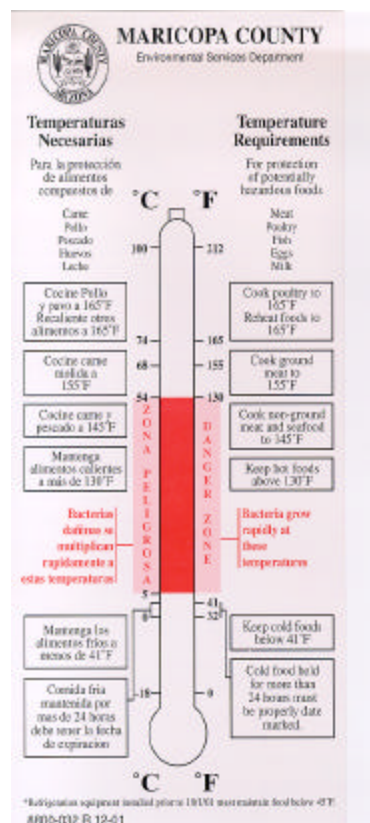
- Reheat food rapidly to **165°F** and hold at **130°F**.
- Hot food must be held at **130°F** or hotter.
- Cold food must be held at **41°F** or colder .

A metal - stem probe thermometer that measures from 0°F to 220°F must be available and used to check food temperatures. *An accurate (calibrated) thermometer will read 32°F in a cupful of ice water.*

Cooling of foods in a Mobile Food Establishment is prohibited.

If any raw or undercooked products will be served, a consumer advisory must be posted on the menu or in a conspicuous place at the booth for consumers to read prior to placing orders. The consumer advisory must consist of two parts:

- ***Disclosure***– identify items which may be served raw or undercooked.
- ***Reminder***– indicate that eating raw or undercooked foods may increase the risk of foodborne illness.



Date Marking

Date Marking is required for refrigerated ready-to-eat potentially hazardous food prepared and held for more than 24 hours. It shall be clearly marked at the time of preparation to indicate the date by which the food shall be consumed, which includes the day of preparation:

- Seven (7) calendar days or less , if the food is maintained at 5°C. (41°F.) or less; or
- Four (4) calendar days or less, if the food is maintained at 7°C. (45°F.) or less.
- Date marking will not apply at all events, and for every type of food vendor.

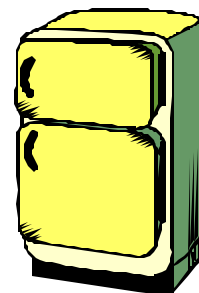
Equipment

Cold Holding

Mechanical Refrigeration (NSF or ANSI approved).

Mechanical Freezer (NSF or ANSI approved).

Ice Chests



The following items should be addressed when using the equipment on this page:

- Thermometers must be located in a conspicuous place at all times.
- Raw products should be stored below other foods (if using an ice chest store raw products in a separate ice chest to prevent cross - contamination).
- Adequate electricity should be available for mechanical units.
- Foods stored in refrigerated trucks should be stored in the coldest section-away from entrances to maintain the proper temperatures.
- The code allows for 45°F for refrigeration equipment purchased before October 2001.

Hot Holding

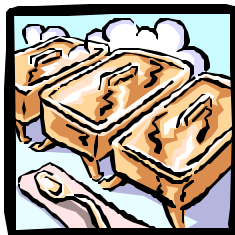
(These devices are not to be used for reheating).

Steam Table

Crock Pots

Chafing Dishes

Hot Holding Cabinets



- An adequate amount of sternos should be available to maintain food temperatures when chafing dishes and hot holding cabinets are used. Hot holding cabinets should be pre-heated, as well as the water to be used for the chafing dishes.

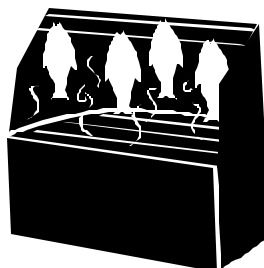
Cooking/Reheating

Grill

Stove

Fryer

Microwave



Grills or other cooking equipment may be located outside to comply with local fire codes.

- A barrier must be provided around cooking devices to prevent consumers from being injured or food contaminated. The barrier should be a minimum of 4 feet.
- All grease must be properly disposed of at the event or other approved location.
- Utensils should have a smooth, easily cleanable surface and resist pitting, chipping etc.

Utensil Washing

The utensils and equipment used in food and beverage service are required to be washed and sanitized. The proper sanitation requires the use of a four step procedure.

Three adequately sized containers must be set-up, if necessary.

- The **first** container is used for washing and contains hot water and dish soap.
- The **second** container is used for rinsing and contains hot water .
- The **third** container is used for sanitizing with cool water and 50-100 PPM of chlorine bleach. Use one capful of bleach for every five gallons of water.
 - ♦ Must have test strips available for sanitizer being used, bleach, quat, or iodine.
- After completing the three steps, all utensils and equipment must be **air dried**.

Change the water and replace the soap and bleach in the containers frequently to keep the process effective.

WASH

RINSE

SANITIZE

AIR DRY

Food Source

All food and beverages must be from an approved source. It shall be safe, unadulterated, and honestly presented.

Food prepared in a private home may not be used or offered for human consumption in a Mobile Food Establishment. **All homemade food products are prohibited.**

All packaged foods shall be labeled in accordance with FDA guidelines (product name, processor name, address/phone of processor, weight and ingredients must be in English).

Only those food items requiring limited preparation shall be prepared in a Mobile Food Establishment. Foods requiring extensive hand contact or multiple steps shall be prohibited from sale or distribution.

Ice that is consumed or contacts food shall be obtained only in chipped, crushed, or cubed form. The ice shall be stored in single-use food grade plastic bags, or wet-strength paper bags filled and sealed at the point of manufacture. The ice shall be held in these bags until it is dispensed in a way that protects it from contamination.

Food Protection

Bare hand contact with ready-to-eat foods such as breads, tortillas, chips, produce for juicing, and garnishes is prohibited.

Non-latex, single use gloves must be used. Utensils, wax paper or foil may be used as well. Remember to wash hands before putting on gloves. Change gloves when switching task or when gloves become dirty or worn. Gloves must be worn when employees have sores, burns, and/or bandages on their hands.



Every temporary food establishment must have a ceiling and three walls (two sides and rear). Walls and ceilings shall be made of wood, canvas or other material that protects the interior of the establishment from the weather and the entrance of insects. Booths cannot be placed directly over dirt or grass unless mats, removable platforms, duckboards, or other suitable approved materials are used as floor covering.

Sneeze guards or covers must be cleanable and in place at all times to prevent exposed foods from being contaminated by dust, coughs or sneezes.

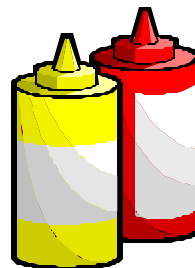
The Department shall approve, in writing prior to the event, the procedures used by any Mobile Food Establishment for providing samples of food to the consumer. All food sampling of products must be done in a sanitary manner.



All food samples must be handed to the customer in the appropriate single - service dispenser (napkin, plastic ramekin, toothpick/fork etc.). Customer self-service is prohibited.

Each person who provides samples shall provide a plastic - lined, waste container for the disposal of used, single - service items and other waste products.

All condiments must be dispensed from squeeze bottles, pump dispensers, individual packets or condiment containers with self-closing lids.



Food Service Workers

Food service workers in a Temporary or Seasonal Food establishment are required to obtain food service worker cards if they will be working at three or more events a year in Maricopa County. The fee is \$12 for an original card and \$3 for any additional copies. Volunteer cards may be obtained for charitable events (no testing fee, but must pass exam).

If the food service worker will not be working in three or more Temporary or Seasonal Food Establishments per year in Maricopa County then, food safety training from another state and/or county will be accepted.

A Certified Food Manager card is required for any vendor that works 3 or more events in Maricopa County. The person who oversees all aspects of the food service is responsible for obtaining the certification. The person in charge has 90 days to obtain the certification. Testing for this certification can not be obtained at the addresses below. For information on this, call (602) 506-2960.

Operators that have obtained annual permits such as Mobile Food, Pushcart, Food Catering, or Eating & Drinking establishments are required to have the food service worker cards or certified food manager card on-site, regardless of the number of events worked.

Food Service Worker Test Schedule

Fee is \$12.00 Cash. No Credit Cards or Checks
Internet <http://www.maricopa.gov/envsvc/envhlth/fdwkr.asp>

Food service worker licenses and renewals are obtained by reading a booklet and taking a test. Booklets are available for study at the test locations before taking the test. Please have exact change.

Testing is conducted at the following locations Monday through Friday from 8:00 am to 11:30 am and from 1:00 pm to 4:00 pm. No testing is done on holidays. Offices are least busy in the mornings. For additional information please call 602-506-2960.

Central Region (Roosevelt/Central)
1001 N. Central
Third Floor
Phoenix, AZ 85004

Eastern Region (Baseline/Alma School)
1255 W. Baseline
Suite #257
Mesa, AZ 85202

Northern Region (Shea/32nd St)
3101 E. Shea
Suite #220
Phoenix, AZ 85032

Western Region (Olive/ 43rd Ave)
8910 N. 43rd Ave
Suite #101
Glendale, AZ 85302



Pre-Opening Self Checklist for Temporary and Seasonal Food Service Establishments

- _____ A complete hand wash station, which includes an insulated five gallon container with hot water (95-105°F), a container for gray water, hand soap, and paper towels. Employees must wash their hands before starting work.
- _____ All foods from an approved source. **No home prepared food allowed.**
- _____ The establishment must have sufficient equipment to hold cold food at 41°F or less at all times.
- _____ The establishment must have sufficient equipment for cooking, and hot-holding of cooked food. All cooked foods shall be held at 130°F or above.
- _____ Prepare foods fresh daily for service. **No cooling** of cooked foods.
- _____ An adequate supply of non-latex gloves or utensils must be available for the handling of any ready-to-eat foods such as tortillas, breads, or chips.
- _____ Provide appropriate thermometers for each refrigerator, freezer, and hot-holding unit.
- _____ Provide a metal - stem or digital probe thermometer to check cooking, hot- holding, and cold -holding temperatures.
- _____ An approved sanitizing solution, and test strips must be available to check the concentration of these approved sanitizers (bleach, quaternary ammonia, or iodine).
- _____ Employee drinks must have lids and straws to prevent hand-to-mouth contamination and should be properly stored.
- _____ Employees cannot eat or smoke in the food establishment area at any time.
- _____ Employee food handler cards, and the certified food manager card must be on-site for the length of the event for inspection purposes.
- _____ Wastewater from the hand wash station and utensil wash must be disposed of into an approved sewer or holding tank.
- _____ Outside cooking equipment shall have an adequate barrier around it to prevent consumer injury.



Maricopa County Environmental Services Department
Environmental Health Division - Special Events Program
1001 N Central Ave, Suite 300
Phoenix, AZ 85004
Phone (602) 506-6978
Fax (602) 506-6862
E-mail: BHARE@MAIL.MARICOPA.GOV

TEMPORARY FOOD SERVICE ESTABLISHMENT PERMIT APPLICATION FORM

- PLEASE COMPLETE & RETURN THIS FORM WITH THE REQUIRED PERMIT FEE OF **\$60.00** PER BOOTH AT LEAST **7 DAYS (WITHIN ARIZONA)** AND **10 DAYS (OUT OF STATE)** PRIOR TO THE START OF THE EVENT. IF THE COMPLETED APPLICATION AND PAYMENT ARE NOT RECEIVED BEFORE THESE DEADLINES THE FEE WILL BE **\$80.00** PER BOOTH (MONEY ORDER OR CHECKS ONLY) PAYABLE TO THE MARICOPA COUNTY ENVIRONMENTAL SERVICES DEPARTMENT. APPROVAL OF THE APPLICATION WILL ONLY OCCUR AFTER ALL REQUIRED INFORMATION HAS BEEN SUBMITTED.
- ONLY THOSE VENDORS SELLING BOTTLED WATER OR CANNED SODA (UNOPENED, FROM AN APPROVED SOURCE, NO ICE DISTRIBUTION) ARE EXEMPT FROM OBTAINING A TEMPORARY FOOD SERVICE PERMIT. ALL OTHER VENDORS, REGARDLESS OF PRODUCT, ARE REQUIRED TO OBTAIN A PERMIT AND PAY THE ASSOCIATED PERMIT FEE.
- ADVANCED PREPARATION OF FOOD IN THE TEMPORARY FOOD SERVICE ESTABLISHMENT FOR MULTI - DAY SERVICE IS PROHIBITED. ALL FOODS PREPARED AT THE EVENT SITE MUST BE COOKED AND SERVED DURING THE SAME DAY. HOLD OVER OF POTENTIALLY HAZARDOUS FOODS FROM DAY TO DAY IS PROHIBITED.

General Event Information:

- 1) Name of Event: _____
- 2) Date of Event: _____
- 3) Time of Event: _____
- 4) Location of Event: _____
Facility Name Address
- 5) Event Coordinator: Name: _____ Phone: _____
Address: _____

Applicant Information:

- 6) Your Organization/Business Name: _____
- 7) Applicant's Name: _____
- 8) Address: _____
City: _____ State: _____ Zip: _____
- 9) Business Phone: _____ Home Phone: _____
- 10) Mobile Phone: _____ Fax: _____
- 11) Does this business have a current Mobile Food, Pushcart, Food Peddler or Catering permit from Maricopa County? ☐ Yes ☐ No
If yes, what is the type of permit and permit number? _____
Note: Vendors with these types of permits are not required to pay the permit fee for a Temporary Food Service Establishment.

Menu Information:

12) List full menu to be served at the event: _____

13) Where will foods be purchased/obtained from? _____

14) Will any foods be prepared prior to the start of the event? ☐ Yes ☐ No

If yes, where will the food be prepared? _____

15) If answering yes to questions 14, all foods prepared prior to the event are required to be made in an approved and permitted facility. A copy of the Food Establishment Permit and signed Commissary Agreement (attached) are required for approval of this application. Applications submitted without this information will be returned.

Has a copy of the Food Establishment Permit and signed Commissary Agreement been included with this application?

☐ Yes ☐ No ☐ N/A

16) Will frozen foods be thawed at the event? ☐ Yes ☐ No

If yes, describe method/process to be used: _____

17) How will any leftovers of cooked foods be handled at the end of each day?

Equipment Information:

18) How will food temperatures be monitored at the event? _____

19) Describe equipment to be used at the event for:

a) Cold holding: _____

b) Hot holding: _____

c) Cooking/Reheating: _____

20) Describe handwashing facilities inside the temporary food service establishment booth:

☐ Plumbed Sink OR ☐ Gravity Flow Set-up (See Guideline manual)

21) Describe utensil washing facilities at the event:

☐ 3-Compartment Sink OR ☐ 3-Container Sanitizing Set-up (See Guideline manual)

22) How will hot water be made available for the handwash and utensil wash stations:

23) What type of sanitizer will be used at the event?

☐ Bleach ☐ Quaternary Ammonium ☐ Iodine

24) Describe booth construction to be used at the event? Please indicate what material(s) will be used for flooring, sidewalls and overhead protection. Note: A current picture or drawing can be attached in lieu of answering this question.

Additional Event Information

25) How will potable (drinking) water be obtained during the event? _____

26) How will wastewater be disposed of (water from utensil washing and handwash station)?

27) Do employees have current Maricopa County Food Handler Training?

☐ Yes ☐ No

If no, do employees have food safety training from another state and/or county?

☐ Yes ☐ No

If yes, from where? _____

28) Does the owner or person in charge of the food service booth have Maricopa County Food Manager's Certification: ☐ Yes ☐ No

If no, does this person have nationally recognized food manager certification from another state and/or county? ☐ Yes ☐ No

If yes, from where or with which organization? _____

I certify that the above information is correct and hereby consent to an inspection by the Maricopa County Environmental Services Department. In addition, I acknowledge that issuance and retention of this Temporary Food Service Establishment Permit is contingent upon satisfactory compliance with local temporary food service requirements.

Form Completed by: _____
Signature Title Date

Questions?

Please call Bryan Hare, R.S., Special Events Program Coordinator at (602) 506-6978

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